

Urban Teacher Education Program
Policy Board Meeting

E.C. Central High School Library

11:00 A.M. – 1:00 P.M.

October 9, 2008

Minutes

Attendees: **Dr. Juan Anaya**, (*Superintendent, School City of East Chicago*), **Mrs. Andree Anderson** (*UTEP School Liaison*), **Dr. Rochelle Brock** (*UTEP Executive Director*), **Mr. Rudy Carrillo** (*UTEP Option I Student*), **Dr. Victoria Chiatula** (*Assistant to the Superintendent, Gary Community School Corporation*), **Mr. William Kelly** (*President, East Chicago Federation of Teachers*), **Mrs. Kathleen Kutie** (*District PDS Coordinator, Central High School*), **Mr. Ben Nicksic** (*UTEP Option II Student*), **Jennifer Ooms** (*UTEP Option I Student*), **Mr. Patrick Weil** (*Principal, EC Central High School*), **Dr. Stanley Wigle** (*Dean of School of Education, IU Northwest*).

Call to Order:

The meeting was called to order at 11:31 a.m. by Dr. Wigle.

Approval of September 11, 2008 Minutes

There was no quorum present to approve the minutes.

PDS/Block Grants – New Memorandum of Understanding

Using a template of an MOU from Indiana State and a local school district, Dr. Brock drafted a Memorandum of Understanding (MOU) with Mrs. Anderson and Dr. Chiatula. She would like to use this instead of the PDS Agreement that was used in the past, so things can be clearly spelled out in one document. Prior to the November meeting Dr. Brock will make sure the MOU is okay with everyone to be signed at the meeting. (*see attached*).

Mr. Kelly remarked that funds are already being provided through the districts for professional development, and that UTEP professional development should be kept separate from school district. He suggested that 5-A state “*above and beyond the school corporation’s normal professional development*”. Dr. Brock commented that there has to be more accountability by providing documentation to the university for auditing purposes about how monies will be used. Mrs. Kutie stated that in the past the school or building committee decided how funds would be used, and it was usually directly related to the school improvement initiative. Dr. Anaya stated that the schools make the decision on what they need.

Authorization forms were created for use of the block grants, and were reviewed. (*see attached*) Dr. Brock remarked that in the 90s cooperating teachers would apply for money from the block grant to use for conferences, etc. The forms offer two ways to use the block grant 1) professional development and 2) to enhance the profession of teaching & student learning. Mrs. Anderson suggested including the grade level on the form. Mrs. Kutie suggested including the course taught on the form. Dr. Brock agreed to the changes.

Dr. Brock suggested adding appendices. She also stated the need to work out a policy about the selection of coordinator, and adding it to the MOU. Mrs. Kutie suggested the following wording for 5-1: “**Selection of the coordinator is governed at each PDS site and is unique to the central administration and local unions in the respective school corporations**”. Dr. Brock commented that she would rewrite 5-

A by adding the four sentences from 1996 memo. Dr. Chiatula suggested adding a number 6 to define the monitoring of expenditures as described in 5-A.

Dr. Brock suggested making the MOU a three-year document that is only signed once. All signatures need to be obtained by the end of November for the monies for this year to be released in January 2009. With the MOU already being signed, the money will be disbursed at the beginning of the school year in the following years. Mr. Kelly suggested adding wording to indicate that in the MOU. Mrs. Anderson suggested sending a courtesy reminder letter about when money will be sent.

Dr. Chiatula suggested adding to the MOU that “forms must be completed as part of the process to borrow money”. Dr. Brock stated that she doesn’t want anyone to use the money for anything UTEP does not believe in, and that the money needs to be under the supervision of someone from UTEP in the district. Mrs. Anderson stated that she would work on a template for reporting.

Drs. Brock and Anaya previously discussed 50% of the money for East Chicago being used for the PDS and the other 50% for use in the district. Mrs. Kutie commented that it should not be included in the MOU at this time. Mr. Kelly suggested eliminating the 50/50 line in 5-A. **All representatives from East Chicago that were present agreed not to include it in the MOU.**

Dr. Brock remarked that she wants to specify in the MOU what IUN provides to partnership. Dr. Wigle stated that he has to sit down and talk with people from the university about their commitment. Dr. Brock stated that Gary Community School Corporation currently provides 100% for the coordinator, and there is a need to have release time or some type of in-kind contributions detailed in the MOU for each partner. She will make all the agreed changes and email the final draft.

Dr. Brock stated that she found a form from the mid 90s of a draft of the *UTEP Block Grant Stipend Summary (2004)*. (*see attached*) Mrs. Kutie stated that it was in effect at one time and was signed by all three superintendents and the union presidents. Dr. Brock also found a document from 1996 with a better description of the process of selecting a PDS that she would like to use. (*see attached*)

Community Meeting

On November 6, 2008 from 11:00 a.m. – 2:00 p.m. there will be a Community Round Table discussion at Dusties Buffet in Gary. There will be business leaders and representatives from school districts, city government and universities to discuss a plan for teacher recruitment within the context of economic development.

Other Business

Dr. Brock announced that the NSF grant she applied for this year was denied. A representative from NSF said that there was not enough statistics provided in the application. The same grant can be submitted again next year. She plans to create a file with all statistical information to reference for all future grants.

Praxis workshops are currently in session. We need to publicize more for the January workshops. Mrs. Kutie suggested the technology department at E.C. Central attaching the information to their website.

Adjournment

Dr. Anaya motioned to adjourn and was seconded by Mr. Kelly. The meeting was adjourned at 12:59 p.m.